



3rd Quarter 2020 ~ Human Resources Development Course Offerings



Please check the course(s) you want to attend. Write your name, phone number, date & department, get your supervisor's signature, and return to your training coordinator. Our newsletter can also be accessed by visiting our webpage; https://www.hamiltoncountyohio.gov/government/departments/human_resources/human_resources_development. Thank you!

Course	Sessions	Dates	Time
<input type="checkbox"/> Civil Treatment: Building an Inclusive Workplace – Managers	1	Tuesday, July 28	8:30 - 12:30
<input type="checkbox"/> Civil Treatment: Building an Inclusive Workplace – Managers	1	Thursday, July 30	8:30 - 12:30
<input type="checkbox"/> Civil Treatment: Building an Inclusive Workplace – Managers	1	Tuesday, September 15	8:30 - 12:30
<input type="checkbox"/> Civil Treatment: The Employees' Course	1	Thursday, July 16	8:30 - 12:30
<input type="checkbox"/> Civil Treatment: The Employees' Course	1	Tuesday, July 21	8:30 - 12:30
<input type="checkbox"/> Civil Treatment: The Employees' Course	1	Thursday, July 23	8:30 - 12:30
<input type="checkbox"/> Civil Treatment: The Employees' Course	1	Wednesday, August 5	8:30 - 12:30
<input type="checkbox"/> Civil Treatment: The Employees' Course	1	Thursday, August 20	8:30 - 12:30
<input type="checkbox"/> Civil Treatment: The Employees' Course	1	Tuesday, August 25	8:30 - 12:30
<input type="checkbox"/> Civil Treatment: The Managers' Course	2	Tuesday & Wednesday, September 1 & 2	8:30 - 12:30
<input type="checkbox"/> CPR	1	Thursday, September 24	8:00 - 4:30
<input type="checkbox"/> CPR	1	Tuesday, September 29	8:00 - 4:30
<input type="checkbox"/> CPR	1	Thursday, October 1	8:00 - 4:30
<input type="checkbox"/> CPR	1	Tuesday, October 6	8:00 - 4:30
<input type="checkbox"/> EAP: The Supervisory Course	1	Wednesday, September 9	8:30 - 10:00
Leadership for Results ~Supervisors and Employees			
<input type="checkbox"/> Building Trust Under Pressure: The Basic Principles	1	Tuesday, July 14	8:30 - 12:30
<input type="checkbox"/> Building Trust Under Pressure: The Basic Principles	1	Thursday, August 13	8:30 - 12:30
Leadership for Results ~Supervisors and Employees			
<input type="checkbox"/> Personal Leadership	3	Tuesdays, August 4, 11, & 18	8:30 - 12:30

HAMILTON COUNTY E-LEARNING (Please check the box below, based on your need)

PC Skills

Business Skills

Employee Information

Department: _____			
Requested By: _____			
	Employee (Please Print)	Employee's E-mail	Date
Employee's Phone Number: _____	Approved By: _____		Date
	Supervisor's Signature	Date	